

HIGHLAND OAKS HOMEOWNERS ASSOCIATION CHARTER

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DEFINITION:

The Highland Oaks Homeowners Association is comprised of concerned home owners who own property within Highland Oaks subdivision located in Keller, Texas who have joined together for the common good and general welfare of the community and to perpetuate Highland Oaks as it was originally conceived.

PURPOSE:

The general purposes of the Highland Oaks Homeowners Association will be to insure the continuation of the planned growth of Highland Oaks subdivision in accordance with the covenants and restrictions published by developers; that these covenants/restrictions are adhered to so that the home owners of Highland Oaks subdivision will not be denied the type of community outlined in the Highland Oaks covenants/restrictions to arrange for community wide events for the membership of Highland Oaks, and to the best of the Highland Oaks Homeowners Association's ability to insure that activities of the City of Keller, Highland Oaks developers or the residents of Highland Oaks do not impact adversely on the property values of any home owner within Highland Oaks.

Specifically, these purposes are as follows:

1. To foster community spirit among the residents of Highland Oaks.
2. To provide a member of the Highland Oaks Homeowners Association to work with the Architectural Control Committee of that Highland Oaks is complete as originally planned and to insure that any major deviation from the published covenants/restrictions; is approved, by the majority of Highland Oaks Homeowners Association membership.
3. To work with the Planning and Zoning Committee of the City of Keller regarding activities within the areas surrounding Highland Oaks and to report to the residents those activities that could impact our community.
4. To provide a forum for citizens of Highland Oaks to express their concerns regarding the well being and future existence of Highland Oaks.

5. To provide a single voice to carry our majority community concerns to the appropriate authorities.
6. To review any variances of the published covenants/restrictions brought to the attention of the Highland Oaks Homeowners Association by the residents of Highland Oaks and to follow through to insure compliance with the approved covenants/restrictions.
7. To provide a form to resolve community problems.
- B. To provide a forum for input from the residents of Highland Oaks concerning additions, deletions, or changes to the published covenants/restrictions of Highland Oaks.
9. To provide continuous Committees within the Association to arrange for planned events throughout the year to bring the community together. The Chairperson of the Standing Committees shall be appointed by the President
10. To conduct quarterly meetings of the officers of the Association to discuss community business and to hear any resident of Highland Oaks who wishes to come before the Association for any reason.
11. To provide written reports on a quarterly basis to the membership of Highland Oaks regarding the current activities planned by the Association, the current status of any ongoing actions the Association may be involved in, information of interest to the community, and a financial report of any monies entrusted to the Association.
12. To conduct annual business meetings open to all residents of Highland Oaks. This meeting shall be for the purposes of presenting a status report of the Association's condition and activities for the past year, to approve an annual budget for the next fiscal year, and to receive nominations for officers for the coming year. Voting is restricted to Highland Oaks Homeowners Association members present at the meeting.

FINANCES:

The Highland Oaks Homeowners Association, Incorporated shall be authorized to raise funds by maintenance fees as allowed by the Declaration of Covenants, Restrictions and Conditions for Highland oaks phases II,III and IV. Sections 3.15a, 3.15b and 3.15c. In addition, the Association shall be authorized to raise funds by membership dues and solicitations, benefits, lectures, exhibits and other legitimate methods not inconsistent with its status as a non-profit corporation in the State of Texas.

The Association shall be authorized to set the dues for the coming each year at its annual general meeting. Annual Dues and Maintenance Fees will be assessed and due on January 1st of each year and considered delinquent after 30 days of the assessment.

OFFICERS OF THE ASSOCIATION

The Highland Oaks Homeowners Association shall have elected officers to administer the actions of the Association. These officers shall be elected by majority vote from ballots provided to member home owners within Highland Oaks. Nominations will be solicited at the annual business meeting of the Highland Oaks Homeowners Association. Each officer shall be elected for the period of one year. Any officer may be removed from their office by a majority vote of the remaining current elected officers or by majority recall vote of homeowners of Highland Oaks.

The offices shall consist of: President, Vice President, Secretary, and Treasurer

The specific duties and responsibility of the officers of the Highland Oaks Association are as follows:

PRESIDENT:

1. Preside at all meetings of the Association.
2. Conduct all meetings under "Robert's Rules of Order".
3. Be a spokesperson for the Association.
4. Have the power to appoint committees from among the membership.
5. Not cast a vote unless to break a tie

VICE PRESIDENT:

1. Assume the duties and powers of the President his/her absence.
2. Receive and review all financial reports and budget inputs with the Treasurer prior to presentation to the Association.
3. Review all financial reports and budget Inputs with the Treasurer prior to presentation to the Association.
4. Perform any other duties directed by the President.

SECRETARY:

1. Take minutes at all Association meetings.
2. Prepare and distribute all notifications of meetings, events, etc.
3. Maintain the administrative files and records of the Association.
4. Compile and update the official list of Association members.
5. Prepare all correspondence for the Association.

TREASURER:

1. Maintain accurate accounts of all Associations receipts and disbursements.
2. Maintain all Association financial records.
3. Prepare the annual budget for the Association.
4. Receive and deposit all monies of the Association.
5. Advise the Association on financial matters.
6. Provide a list to President of all Association members who have paid dues.

COMMITTEES:

Section 1:

There will be the following standing committees of the Highland Oaks Homeowners Association.

(a) The Executive Committee which shall consist of the President; Vice President; Secretary and Treasurer.

Section 2:

In addition to the Executive Committee mentioned in Section 1, there may be such other committees as may be authorized and designated by the membership or Executive Committee in regular or special meetings. The membership of such committees shall be approved by a majority vote of the Executive Committee. The Chairperson of a committee will be appointed by the President and the tenure of all committees and of their Chairperson shall hold office at the pleasure of the President and shall be concurrent with that of the President's tenure.